

## **HOSPICE SOUTHEASTERN CONNECTICUT VOLUNTEER REQUIREMENTS\***

**Age & Time Commitment:** All prospective volunteers must be at least 18 years old. Patient Care Volunteers must commit to providing a minimum of two hours of service per week.

**Interview:** All prospective volunteers will have an initial interview with the Volunteer Program Administrator to determine whether the prospective volunteer's skills fit the needs of our volunteer program.

**Application and Paperwork:** Hospice Southeastern Connecticut (HSECT) volunteers are considered employees. They must complete a volunteer application and all other necessary paperwork.

**Training:** All prospective volunteers must participate in our free training program. Patient Care Volunteers must complete the entire training series that covers the physical, emotional, psychosocial and spiritual aspects of end of life care. Complementary Therapists and Bereavement Volunteers only need to complete the first training session and one additional session specifically tailored to their role. Volunteers who do not interact with patients and their families only need to complete the first session of the training series.

**Transportation and Insurance:** All prospective volunteers must have reliable transportation to get to and from their assignments. They must also have valid insurance coverage for their vehicle. *Volunteers who transport patients in his or her personal automobile must maintain auto liability limits of at least \$100,000 Single Limit or \$100,000/\$300,000 Combined Limit.*

**Background and Motor Vehicle Check:** All prospective volunteers must permit a criminal background check and motor vehicle check. This protects our patients, their families, the volunteers, and our staff.

**Tuberculosis Test:** All prospective volunteers must have a free tuberculosis test or submit results from a test done within one year of applying for the volunteer position. Patient Care and Complementary Therapy volunteers must have an annual TB test. Volunteers must be clear of tuberculosis to be a Hospice volunteer.

**Hepatitis B Vaccination or Titer (optional):** All prospective volunteers have the option to receive a free Hepatitis B vaccination services or titer.

**Physician's Certificate:** All prospective volunteers must have a physician fill out a HSECT Physician's Certificate certifying that they are fit to perform the duties of a volunteer at Hospice Southeastern Connecticut and are free from infectious diseases.

**Reference Letters:** All prospective volunteers must have HSECT reference form completed and returned by two references, one of which should be a professional reference. Complementary Therapists must have two professional references.

**Professional License or Certificate:** Complementary Therapists must provide a valid copy of their professional license or certificate and submit renewals as they are issued. No Complementary Therapist will be able to provide service to our patients without a current license on file. All pet therapists must provide a copy of training certification, proof of town registration, and vaccination documentation.

**NOTE: Hospice Southeastern Connecticut reserves the right not to select a volunteer for training.**

*\*Persons within one year of an acute personal loss, or participants in current bereavement support groups, will not normally be enrolled in the Patient Care Volunteer training, but may serve as general volunteers, with the approval of the Executive Director based on a recommendation from the Volunteer Program Administrator.*